WESS
Module 6

How to Endorse a HAZREP

WESS Aviation Reporting Module

If you are one of the people within your command designated to endorse incoming HAZREPs, this section may help you navigate your way through the process of doing an endorsement.

Go to the next slide to begin!

There's an Endorsement Needed!

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - Gretchen Swanson1

Activities
- Class A/B Notification
- Create New Report
- Create From Template
- Maintain Account
- Search/Edit Submitted Reports
- MaintainCOI
- Notifications
- Feedback Form
- Return Home
- OSHA 300 Equiv. Log
- Logout

Data Retrieval (JReport)
- ·Pre-formatted Reports
- ·Custom Reports

My Draft Reports (0) | Edit Submitted Reports (0) | Shared Reports (0) | Rejected by Routing Chain (0) | Notifications (1)
Rejected by NAVSAFECEN (0) | Routed for My Review (0) | Endorsements Needed (3) | Resubmitted to QA (0)
New QA (21) | Initial Reports (22) | Edited for QA (1) | Customer Requests Deletion (0)

▶ Help

Endorsements Needed

Serl#	Date	Description
1118062787807	25 February 2005	AVIATION FINAL TEST - PORTION OF RIGHT WING OF AA 112 STRUCK PORT BOW
1116528973341	7 March 2005	AVIATION FINAL TEST - TOWER CONTROLLED NAVY EA-6B BEGAN TAKEOFF ROLL O
1118258685076	17 June 2004	BETA TEST- ACFT NEARLY HIT ANOTHER DUE TO TEMPORY LOSS OF SA

If your command is part of an endorsement chain for a Hazrep, you will get an e-mail notification of your involvement from WESS.

When it's your turn to endorse, you'll log into WESS and see that you have a Hazrep awaiting your endorsement. You click on the "Endorsements Needed" tab and see the reports listed. Click on one of the blue links to get started.

Navigating the Endorser's page

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Endorsement Document

▶ Help

Activities

📧 Save as template

📧 Return home

📄 Generate PDF

📄 Generate Injury Log

📧 Feedback Form

📄 OSHA 300 Equiv. Log

📋 Logout

Data Retrieval (JReport)

·Pre-formatted Reports

·Custom Reports

Generate Endorsements PDF

Report Number: 1118258685078
Mishap Date: 17 June 2004
Description: BETA TEST- ACFT NEARLY HIT ANOTHER DUE TO TEMPORY LOSS OF SA
Current Endorsing UIC: COMMANDER HELICOPTER TACTICAL WING 1 (N44890)
Endorsement Due Date: Thu Jun 23 09:39:04 EDT 2005

There are **1** item(s) left to endorse for this report.

Report Num: 1118258685078 (add cause factor)
Incomplete **Cause Factor** (endorse this item) (add recommendation)
- PAC LOST SA. PAC LOST SA WHILE TUNING RADIO

* C = Concur, RJ = Reject, RS = Restated

Request time extension

Endorsing Commands for this report:
1.) COMMANDER HELICOPTER TACTICAL WING 1 (N44890) <-- **current**
2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Return Home

To view the original HAZREP, click the "Generate PDF" link on the nav tree

To perform your endorsement action on this causal factor, click the "endorse" link to the left.

Endorsement chain appears here.

Concur, Reject, or Restate

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Endorsement Document

▶ Help

WESS Naval Safety Center

Activities
- 📋 Save as template
- 📋 Return home
- 📄 Generate PDF
- 📄 Generate Injury Log
- 📋 Feedback Form
- 📄 OSHA 300 Equiv. Log
- 📋 Logout

Data Retrieval (JReport)
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Cause Factor: PAC LOST SA
Previous endorsements:
edit **CONCUR** - N09103: STRIKE FIGHTER WING ATLANTIC: NO FURTHER COMMENTS

Please enter your endorsement comments below.

Comments from previous endorsers appear here:

If you opt to reject or restate this causal factor, you're required to enter your comments here.

○ Concur ○ Reject ○ Restated [Reset]

Select one of these to endorse the causal factor:

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN] [Next]

Hit 'Next' when you're done here.

At least WESS is polite...

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Thank you for your endorsement.

▸ Help

Thank you for your endorsement, please click Next to continue or click Back to modify your endorsement.

* Indicates required field must be entered before moving to next screen
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[PREVIOUS SECTION OR SCREEN] [Next]

WESS
Naval Safety Center

Activities
- Save as template
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Data Retrieval (JReport)
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WESS will thank you for your input...hit 'Next' to continue

More screen info

Help

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Data Retrieval (JReport)
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- ·Custom Reports

Generate Endorsements PDF

Click this link to view your endorsement

Report Number: 1119552975305
Mishap Date: 22 June 2005
Description: PILOT PASSED OUT DUE TO HYPOXIA
Current Endorsing UIC: STRIKE FIGHTER WING ATLANTIC OCEANA (N09103)
Endorsement Due Date: Thu Jul 14 15:41:27 EDT 2005

* All items have been endorsed, please click the "Final Command Comments" button below to post your comments and forward this document to the next command.

Report Num: 1119552975305 (add cause factor)

Endorsement Completed (C)   **Cause Factor** (endorse, edit, or delete this item) (add recommendation)

Have more to say? You can add causal factors and recommendations using these two blue links.

- CRACK IN MASK KEPT IT FROM FITTING PROPERLY: MASK CRACKED FROM OLD AGE, ALLOWING THE MASK TO BECOME MISSHAPEN. AS...

Endorsement Completed (C)   **Recommendation** (endorse this item)

Action Agency: TACAIR
  EVERYONE CHECK YOUR MASKS FOR CRACKS!:

The Completed (C) remarks above-left shows that you've completed your required actions for these causal factor, and that you concurred.

* C = Concur, RJ = Reject, RS = Restated

Click here if time extension has been granted

Need more time? Enter extension info with this link

Endorsing Commands for this report:
1.) STRIKE FIGHTER WING ATLANTIC OCEANA (N09103) <-- **current**
2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)
3.) NAVAL SAFETY CENTER NORFOLK VA (N63393)

* Indicates required field must be entered before moving to next screen
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| Return Home | Final Command Comments | Forward to Safety Center |

You want to add a Causal Factor

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Event Factors

▶ Help

Activities
- 📁 Save as template
- 📁 Return home
- 📄 Generate PDF
- 📄 Generate Injury Log
- 📁 Feedback Form
- 📄 OSHA 300 Equiv. Log
- 📁 Logout

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Human:
- ○ Aircrew
- ○ Supervisory Personel
- ○ Facilities Supervisory
- ○ Facilities Non-Supervisory
- ○ Maintenance Supervisory
- ○ Maintenance Non-Supervisory

Material:
- ○ Aircraft Systems (Aircraft & Associated Systems & All Stores)
- ○ Aircrew Equipment (ALSS / Flight Gear, etc.)
- ○ Support Equipment (GSE, IMRL Gear, Ground Support Vehicles, etc.)
- ○ Facility Equipment (Includes Runways, Flight Decks & Gear, Catapults, TBDs, etc.)

Not Material or Human:
- ○ Special Type (See 'Help' for Definition)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN] [Next]

If you clicked the "Add Causal Factor" link, WESS brings you here. Just follow these screens like you do for regular HAZREPs. See Parts 3 and 4 of the users guides for help on this section.

To add a recommendation:

If you opted to add a recommendation, you'll be brought to this screen to proceed down the recommendation path.

For further instructions on how to make a recommendation, see Parts 3 and 4 of the users guides.

If you added a factor or recommendation…

Generate Endorsements PDF

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Endorsement Due Date: Thu Jul 14 15:41:27 EDT 2005

Activities

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- OSHA 300 Equiv. Log
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Data Retrieval (JReport)
- Pre-formatted Reports
- Custom Reports

* All items have been endorsed, please click the "Final Command Comments" button below to post your comments and forward this document to the next command.

If all the cause factors and recommendations are showing Complete, you'll get this message

Report Num: 1119552975305 (add cause factor)

Endorsement Completed (C)

Cause Factor (endorse, edit, or delete this item) (add recommendation)

- CRACK IN MASK KEPT IT FROM FITTING PROPERLY: MASK CRACKED FROM OLD AGE, ALLOWING THE MASK TO BECOME MISSHAPEN. AS...

Endorsement Completed (C)

Recommendation (endorse this item)

Action Agency: TACAIR

- EVERYONE CHECK YOUR MASKS FOR CRACKS!:

* C = Concur, RJ = Reject, RS = Restated

Click here if time extension has been granted

Endorsing Commands for this report:
1.) STRIKE FIGHTER WING ATLANTIC OCEANA (N09103) <-- **current**
2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)
3.) NAVAL SAFETY CENTER NORFOLK VA (N63393)

* **Indicates required field must be entered before moving to next screen**
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

| Return Home | Final Command Comments | Forward to Safety Center |

If you added a recommendation or causal factor, they should show up on this screen when you're done. The new additions should also indicate that they're Completed when you return to this screen.

Done with your endorsement

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Endorsement Document

▶ **Help**

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- 📋 Logout

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- ·Custom Reports

Generate Endorsements PDF

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Description: BETA TEST- ACFT NEARLY HIT ANOTHER DUE TO TEMPORY LOSS OF SA
Current Endorsing UIC: COMMANDER HELICOPTER TACTICAL WING 1 (N44890)
Endorsement Due Date: Thu Jun 23 09:39:04 EDT 2005

* All items have been endorsed, please click the "Final Command Comments" button below to post your comments and forward this document to the next command.

Report Num: 1118258685076 (add cause factor)
Completed (C) **Cause Factor** (endorse this item) (add recommendation)
- PAC LOST SA: PAC LOST SA WHILE TUNING RADIO

Completed (C) **Cause Factor** (endorse, edit, or delete this item) (add recommendation)
- PNAC punched PAC: PNAC DECIDED PAC WAS BEING AN IDIOT AND PUNCHED HIM.

* C = Concur, RJ = Reject, RS = Restated

When you're done concurring/rejecting/restating, select the "Final Command Comments" button below to continue.

Request time extension

Endorsing Commands for this report:
1.) COMMANDER HELICOPTER TACTICAL WING 1 (N44890) <-- **current**
2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

| Return Home | Final Command Comments | Forward to Safety Center |

DO NOT USE "FORWARD TO SAFETY CENTER" UNLESS YOU WANT TO BYPASS ALL REMAINING ENDORSERS!

Commander's Comments

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Enter Final Command Comments for this Endorsement Document

▶ Help

Please enter your Final Command Comments pertaining to the endorsement of this report:

Any parting shot comments can be made here.

Activities

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN]   [Next]

When you hit 'Next' here, your endorsement is launched out for the next endorser to deal with. Make sure you're absolutely ready to send the endorsement out when you hit 'Next.'

Thank you!

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Thank you for your endorsement.

▶ Help

Thank you for your endorsement, click next to return home.

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN] [Next]

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WESS, ever the polite computer application, will thank you for your input.

Hit 'Next' to return to your Home screen to deal with your other messages.